

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE 10/30/2013		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) R T I International PO BOX 12194 RESEARCH TRIANGLE PARK NC 277092194		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-054 0005 10B. DATED (SEE ITEM 13) 11/01/2012	
CODE (b)(4)		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

The purpose of this modification is to extend the period of performance of this task order to 28 February 2014, at no cost to the government, by mutual agreement of the parties.

COR: Deborah Ottinger

TOPO: Deborah Ottinger

LIST OF CHANGES:

Reason for Modification : Other Administrative Action

Period Of Performance End Date changed from 2013-10-31 to 2014-02-28

CHANGES FOR LINE ITEM NUMBER: 1


End Date changed from 2013-10-31 to 2014-02-28

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Faye Sas	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA Faye Sas (Signature of Contracting Officer)	
15C. DATE SIGNED		16C. DATE SIGNED 10/30/2013	

CONTINUATION SHEET

REFERENCE NO. OF DC  IT BEING CONTINUED
EP-W-11-054/00057002PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
R T I International

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Delivery Location Code: OAR/OAP/CCD OAR/OAP/CCD US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD Washington DC 20460 USA Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive Durham NC 27711 FOB: Destination Period of Performance: 11/01/2012 to 02/28/2014				

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 10 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 11/01/2012		2. CONTRACT NO. (If any) EP-W-11-054		6. SHIP TO: a. NAME OF CONSIGNEE OAR/OAP/CCD	
3. ORDER NO. 0005		4. REQUISITION/REFERENCE NO. PR-OAR-12-01869			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: a. NAME OF CONTRACTOR RESEARCH TRIANGLE INSTITUTE				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS PO BOX 12194				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY RESEARCH TRIANGLE PARK		e. STATE NC	f. ZIP CODE 277092194		

Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					12. F.O.B. POINT Destination

13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
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17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4)					
	The subject task order is awarded with a ceiling price of \$172,963. The subject task order is incrementally funded in the Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. ages)
21. MAIL INVOICE TO: a. NAME RTP Finance Center						
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (D143-02) 109 TW Alexander Drive						17(i) GRAND TOTAL
c. CITY Durham						
d. STATE NC		e. ZIP CODE 27711		\$172,963.00		

22. UNITED STATES OF AMERICA BY (Signature) Christopher Jensen		23. NAME (Typed) Christopher Jensen TITLE: CONTRACTING/ORDERING OFFICER	
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ORDER FOR SUPPLIES OR SERVICES **SC** **ULE - CONTINUATION**

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
 11/01/2012

CONTRACT NO.
 EP-W-11-054

ORDER NO.
 0005

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	amount of \$55,000. TOPO: Deborah Ottinger Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460 Accounting Info: 12-13-B-58F7-101A46XQ3-2505-1258FC2582-001 BFY: 12 EFY: 13 Fund: B Budget Org: 58F7 Program (PRC): 101A46XQ3 Budget (BOC): 2505 DCN - Line ID: 1258FC2582-001 Period of Performance: 11/01/2012 to 10/31/2013					
0001	Support for Implementing and Refining Mandatory GHG Reporting Requirements for Subparts L and O of Part 98 (Solicitation Notice PR-OAR-12-01869)					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

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OPTIONAL FORM 348 (Rev. 4/2006)
 Prescribed by GSA FAR (48 CFR) 53.213(f)

Statement of Work

Support for Implementing and Refining Mandatory GHG Reporting Requirements for Subparts L and O of Part 98

I. INTRODUCTION

The Climate Change Division (CCD) in the U.S. EPA's Office of Air and Radiation works to assess and address global climate change and the associated risks to human health and the environment. CCD plays a key role in United States and international efforts to address climate change by:

- Implementing successful voluntary programs to reduce non-carbon dioxide (CO₂) emissions,
- Analyzing rigorously CO₂ and non-CO₂ greenhouse gas (GHG) emissions and economically efficient reduction, sequestration, and adaptation options,
- Communicating climate analyses and strategies to policy-makers, experts and U.S. climate negotiators,
- Building effective international capacity to analyze and reduce GHG emissions and associated air pollution, and
- Educating the public on climate change.

The Greenhouse Gas Reporting Branch of the Climate Change Division (CCD) of the Office of Atmospheric Programs (OAP) is responsible for a variety of analytical activities relevant to greenhouse gases. These activities include, among others, development and implementation of the Greenhouse Gas Reporting Program (GHGRP) under 40 CFR part 98, strengthening the *Inventory of U.S. Greenhouse Gas Emissions and Sinks* based on GHGRP reporting, analysis of proposed legislation, and provision of sound technical analysis on both quick-turn around and longer-term economic and policy issues.

This Task Order is intended (1) to support EPA with implementation of the finalized GHGRP as it affects emitters of fluorinated GHGs covered by subparts L and O, and (2) to assist in development and implementation of future rules and rule amendments for specific sources of fluorinated GHGs. The subparts covered by this Task Order include subparts L and O.

II. BACKGROUND

In response to the FY2008 Consolidated Appropriations Act (H.R. 2764; Public Law 110-161), EPA has issued 40 CFR Part 98, which requires reporting of greenhouse gas (GHG) information from large sources and suppliers in the United States. Part 98 is intended to collect accurate and timely emissions information to inform future policy decisions.

The proposed rule (74 FR 16448) was published on April 10, 2009. EPA received over 16,000 public comments on the proposed rule. After reviewing all of the comments, EPA split the finalization of the rule into two tracks. Some of the subparts that were included in the proposed rule were finalized and published (74 FR 56260) on October 31, 2009, and the remaining subparts, called the Track 2 rules, were finalized in 2010 in a series of separate rulemakings (see GHGRP Rulemaking notices here: <http://www.epa.gov/climatechange/emissions/notices.html>).

The Track 1 (2009) rules related to suppliers and emitters of fluorinated GHGs included subparts F, O, and OO, which respectively address primary aluminum production, HCFC-22 production,

and industrial gas supply. The Track 2 (2010) rules related to suppliers and emitters of fluorinated GHGs included subparts I, L, T, DD, QQ, and SS, which respectively address electronics manufacturing, fluorinated gas production, magnesium production and processing, electrical transmission and distribution equipment use, imports and exports of fluorinated GHGs inside pre-charged equipment and closed-cell foams, and manufacturing and refurbishment of electrical equipment. Note that this task order includes support for subparts L and O but generally not support for subparts F, I, T, OO, DD, QQ or SS except as noted below (i.e., where subpart OO overlaps with the included subparts).

The 2010 and 2011 rulemakings also included proposed determinations regarding whether or not most reporting elements were Confidential Business Information (CBI) and two rulemakings amending Part 98 to provide corrections and other technical and clarifying amendments.

In 2012 and 2013, EPA anticipates that the major efforts related to the GHGRP will include conducting outreach and responding to questions from the regulated community regarding the coverage and implementation of the rule, developing and testing the data system for Track 2 reporting, verifying reported emission estimates for both the Track 1 and Track 2 sources, implementing the CBI rulemakings, and conducting follow-up rulemakings to make technical amendments to the rule, as necessary. For subpart L in particular, EPA is evaluating whether long-term changes to reporting requirements may be necessary to protect business-sensitive information. If the Agency concludes that such changes are necessary, it will develop proposed and final rules to implement the changes by 2014.

Note that EPA has separate Task Orders to manage the development of the CBI rulemaking process, to address some elements of data verification (see below), and to provide a general completeness review of BMM petitions. EPA will initiate and facilitate coordination as needed on relevant technical issues specific to sectors covered under this request as needed. There will be no duplication of effort under this Task Order.

Verification

GHG emissions reported under the Greenhouse Gas Reporting Program are verified by EPA. Prior to EPA verification, reporters are required to self-certify that the data they submit to EPA is truthful, accurate and complete. EPA then reviews the emissions data and supporting data submitted by reporters to verify that the GHG emission reports are complete, accurate, and meet the reporting requirements of this rule. EPA data verification ensures accuracy and completeness, so that EPA and the public are confident in using the data for developing climate policies and potential future regulations.

For facilities and suppliers subject to the Track 1 subparts, but not the Track 2 subparts, the deadline to report 2011 emissions or supply information to EPA was April 2, 2012. For facilities and suppliers subject to both Track 1 and Track 2 subparts (producers reporting under subparts L and O), the deadline to report 2011 emissions or supply information is September 28, 2012.

In implementing the emissions verification under the Greenhouse Gas Reporting Program, EPA envisions a three step process, described below.

1. **Automated Review of Data.** First, EPA will conduct an initial centralized review of the data which will be largely automated. The automated review will consist of two components. EPA intends to build the first component into the data system facilities use to report their data. This component will consist of an electronic data quality assurance process, including real-time feedback to reporters, designed to help assure

the completeness and accuracy of the data. The second component will consist of EPA performing detailed, automated checks of data utilizing recent and historical data submittals, comparison against like facilities and/or other electronic and statistical audit tools where appropriate. Note: EPA has a separate contract to support automated review of data. EPA will initiate and facilitate coordination as needed.

2. **Staff Review of Data.** Second, EPA intends to follow-up with facilities should potential errors, discrepancies, or questions arise through the review of reported data. Support for this activity is outlined in Task 2 of this task order. Access to CBI will be handled primarily through e-GGRT. EPA will grant the Contractor access to e-GGRT as needed, and the Contractor will be asked to discontinue accessing e-GGRT when access to the data is no longer needed to implement the task order. CBI may also be delivered to the Contractor via certified mail, overnight delivery, secure fax, or by hand.
3. **Onsite Audits.** Third, EPA intends to conduct on-site audits of selected facilities. EPA plans to coordinate closely with the States to develop an efficient approach toward on-site auditing that can meet the needs of multiple programs. We do not anticipate conducting on-site audits of every facility every year. Note: General support of the verification rulemakings is not within the scope of this task order. EPA has a separate contract to support audits of selected facilities. EPA will initiate and facilitate coordination as needed.

The workload for reviewing and verifying reports will be heaviest during the three months following the Track 1 and Track 2 reporting deadlines. Verification activities during this time period will include reviewing the results of range and algorithm checks, developing and implementing additional range and algorithm checks upon EPA request, drafting messages to facilities identifying potential data quality issues, and supporting EPA in following up on those issues.

Treatment of Confidential Information

In order to fulfill EPA's requirements under this Task Order, GHGRP contractors and subcontractors (generally, "contractors") that have access to CBI must establish CBI policies and procedures that adhere to the handling and security procedures defined in CCD's *Greenhouse Gas Reporting Program Confidential Business Information Policy* (GHGRP CBI policy) in addition to those in 40 CFR 2.211(d) and 40 CFR 2.301(h)(2). Such policies must have at least the same level of security and risk mitigation as the GHGRP CBI policy and must be submitted to the CBI Administrator. Each contractor who has access to CBI is required to report, verbally and in writing, any potential violations of the GHGRP CBI policy to their EPA Contracting Officer (CO) and the CBI Administrator. These requirements are further outlined in Section 4.2 of the GHGRP CBI policy.

Contractors must safeguard all CBI received from EPA, printed from systems containing CBI, or recorded on magnetic, optical, or other electronic storage medium. Contractors must also ensure that memos, notes and reports containing CBI obtained from telephone conversations, visits, inspections, inquiries, or tests are protected as CBI.

A contractor should consult with their EPA CO, COR, or the CBI Administrator with any questions regarding whether a document contains CBI.

III. PURPOSE

The purpose of this task order is to support EPA's continued development and implementation of monitoring and reporting requirements for suppliers of industrial greenhouse gases (including fluorinated GHGs and N₂O) and for emitters of fluorinated greenhouse gases. Fluorinated GHGs include HFCs, PFCs, SF₆, NF₃, HFEs and other fluorocarbons.

This work includes the analysis of issues associated with the monitoring and reporting of supply and emissions of industrial GHGs, including technical support for meetings and other contacts with stakeholders, support for EPA in addressing questions and issues that arise during the implementation of the rule, technical support in reviewing petitions from fluorinated GHG emitters and suppliers, support during the development of technical amendments (including the development and revision of threshold analyses and technical support documents, review and analysis of public comments, and support for EPA's development of preamble, regulatory text, and response to comments documents), and technical support for conducting the verification process as described above. In addition, monitoring and reporting requirements may be analyzed for other emitters or suppliers of industrial greenhouse gases upon the request of the COR. This Task Order will cover the following subparts:

- Subpart L – Fluorinated GHG Production
- Subpart O – HCFC-22 Production

Materials available to the contractor:

Fact sheets, background documents (e.g. Technical Support Documents and Response to Comment documents), the results of Track 1 reporting, and the regulation itself are available to the contractor to provide background on the rule, applicability, and subpart specific requirements for monitoring and reporting GHG emissions. This is a starting point for anticipated work under this TO:

- **General GHGRP Web site:**
<http://www.epa.gov/climatechange/emissions/ghgrulemaking.html>
- **Resources by Subpart**
<http://www.epa.gov/climatechange/emissions/subpart.html>

IV. TASKS AND DELIVERABLES

Task 1: Project Management

The Contractor shall provide project management under this task, and shall submit a Monthly Progress Report to EPA's Contracting Officer Representative (COR) and Contracting Officer (CO) in accordance with the Section V (Project Reporting). During the Period of Performance, the Contractor shall immediately inform the COR and CO by telephone and/or email of any issue(s) that may impede performance along with any corrective actions needed by the EPA or the Contractor to address the issue(s).

Under this task, the Contractor shall also attend a general or task specific kick-off meeting, either via conference call or in-person, whichever is most cost effective to the Government, to discuss the goals, strategy, and schedule for completing the deliverables. The contractor shall discuss the format of the Monthly Progress Report, including more detailed budget tracking, and propose a progress report template to the EPA COR and CO for approval. The Contractor, under this task, will also attend a wrap-up meeting at the end of the Period of Performance.

Deliverables and schedule under Task 1:

Task 1.1	Attend kick-off meeting; Prepare revised staffing and budget plan	Within 2 weeks of award of task order or task(s)
Task 1.2	Prepare Monthly Progress Report/Budget Tracking Template	Draft due within 5 business days of kick-off meeting; Final due within 5 business days of EPA COR comments
Task 1.3	Monthly Progress Report	By 10 th business day each month
Task 1.4	Attend wrap-up meeting	At least 2 weeks prior to end of POP, per COR direction

Task 2. Implementation and Rulemaking Support for Emitters of Fluorinated GHGs and Suppliers of Industrial GHGs

The Contractor shall provide technical support for the implementation and related rulemakings for each subpart identified in the subtasks 2.1 through 2.2 below. For each subpart, the activities may include but are not limited to:

- a) Hotline and Question/Answer support - Assist in researching and responding to technical questions from reporters on the application of monitoring methods in Part 98 associated with each subpart listed below. We anticipate requiring support for replying to 10-20 questions on subpart L (some of which may be technically complex) and 3-5 questions on subpart O. This activity may also include developing Frequently Asked Questions (FAQs) to post to the GHGRP website (approximately 5 for subpart L and 3 for subpart O).
- b) Outreach and training support - Support may be needed in preparing and reviewing subpart-specific information sheets, presentations, or other outreach documents where specific technical expertise is needed. Support may also be needed in conducting subpart-specific training.
- c) Data system development support - Support development, testing, and revision of electronic reporting for specific subparts. For subpart L, this support may include testing of calculation spreadsheets and early testing of electronic reporting forms that implement revisions to the subpart L reporting requirements (discussed further in item (f)). Note that support for general data system development is not within the scope of this task order. EPA will initiate and facilitate coordination as needed.
- d) Data review - Support review of data for purposes of data publication, incorporation in the U.S. Greenhouse Gas Inventory and other possible uses.

- e) CBI rulemaking and procedural support - Subpart-specific expertise may be needed to examine the likely business impact from the potential disclosure of certain reporting elements before those data elements are collected and potentially subject to public availability. (Note again that general support for confidential business information rulemakings is not within the scope of this task order. EPA will initiate and facilitate coordination as needed.) Subpart-specific expertise may also be needed to consider how to best aggregate CBI data to protect CBI while providing useful information to the public.
- f) Technical rulemaking support - Prepare background documents to support technical, subpart-specific amendments to the rule, as appropriate. EPA anticipates undertaking additional rulemakings to address issues identified by EPA, by the public through the hotline, in petitions for reconsideration or review, or in petitions that require revisions, updates, corrections to existing rules related to the subparts identified below. For subpart L, this will involve evaluating whether long-term changes to reporting requirements may be necessary to protect business-sensitive information. If the Agency concludes that such changes are necessary, the contractor will support the development of proposed and final rules to implement the changes by 2014. EPA anticipates issuing any proposed rule by spring, 2013, and any final rule by fall, 2013. Support may include the following:
- i. analyzing options for monitoring requirements,
 - ii. developing technical support documents,
 - iii. developing engineering cost data,
 - iv. drafting language for preamble and regulatory text, and
 - v. reviewing and drafting responses to public comments.
- g) Verification support- Provide support to EPA COR and other key personnel (technical coordinators) in conducting subpart-specific verification activities. This support will be organized by subpart and will include the following activities.
- i. Developing and running and/or reviewing data checks and algorithms for use in verifying emissions estimates, upon request from the COR.
 - ii. Reviewing reports generated by EPA flagging certain GHG reports that have potential data quality issues.
 - iii. Based on the EPA-generated reports citing potential data quality issues, reviewing individual GHG reports and associated information to determine the root cause of potential data quality issues.
 - iv. Where appropriate, comparing Part 98 information submitted to EPA with outside data sets.
 - v. Based on EPA-provided templates, drafting messages to facilities identifying potential data quality issues and documenting correspondence.
 - vi. Reviewing responses from facilities, including re-submitted reports (if applicable), and supporting EPA in following up on and closing out issues.

This task is separated into sub-tasks labeled 2.1 through 2.2 referring to individual subparts and sources covered by the GHGRP.

- **Subtask 2.1:** Subpart L – Fluorinated Gas Production
- **Subtask 2.2:** Subpart O – HCFC-22 Production

Deliverables and schedule under Task 2:

	Task 2 Deliverable	Due Date
Task 2(a) Hotline Support	Response	Within 2 business days of receipt of question
Task 2(b) Outreach and Training	Presentations regarding requirements (or potential requirements) of subparts L and O and procedures for reporting emissions under subparts L and O. Meeting summaries. No work should be undertaken or travel initiated under this Task until receipt of a TD from the COR	Support likely to be required throughout the period of performance. Due dates for any deliverables will be outlined in the TD
Task 2(c) Data system development support	Summaries of results of testing data system, including suggestions for improvement. No work should be undertaken or travel initiated under this Task until receipt of a TD from the COR	Support likely to be required in late summer of 2012 and beginning of 2013. Due dates for any deliverables will be outlined in the TD
Task 2(d) Data review	No work should be undertaken or travel initiated under this Task until receipt of a TD from the COR	Support likely to be required in fall and winter of 2012 and spring and summer of 2013. Due dates for any deliverables will be outlined in the TD
Task 2(e) CBI rulemaking support	No work should be undertaken or travel initiated under this Task until receipt of a TD from the COR	Support likely to be required throughout the period of performance. Due dates for any deliverables will be outlined in the TD
Task 2(f) Technical Rulemaking Support	Analyses of options for monitoring requirements, technical support documents, engineering cost data, draft preambles and regulatory text, and responses to public comments. No work should be undertaken or travel initiated under this Task until receipt of a TD from the COR	Support likely to be required throughout the period of performance. Due dates for any deliverables will be outlined in the TD
Task 2(g) Verification	Summaries of issues requiring follow up and draft messages to reporters. Comparisons of reports with other data sets. No work should be undertaken or travel initiated under this Task until receipt of a TD from the COR	Support required in fall and winter of 2012 and in spring and summer of 2013. Due dates for any deliverables will be outlined in the TD

Task 3. Quick Turn-Around

The Contractor shall provide expert support to the COR and respond to requests for presentation materials, technical briefings, and specific analyses related to the development and implementation of monitoring methods for suppliers and emitters of HFCs, PFCs, SF₆ and other greenhouse gases, often needed on a quick turn-around basis. This task has been provided in recognition of the significant amount of work associated with developing monitoring methods for suppliers and emitters of HFCs, PFCs, SF₆ and other greenhouse gases, and the fact that additional questions and issues may need to be addressed as the monitoring methods are developed and implemented.

Deliverables and Schedule under Task 3:

Deliverable	Due Date
No work should be undertaken or travel initiated under this Task until receipt of a TD from the COR.	Due dates for any deliverables will be outlined in the TD.

III. PROJECT REPORTING

Monthly Status Report

The Contractor shall provide monthly status reports that shall include, at a minimum, the following information for each of the above tasks and a summary of all tasks:

- Activities of the past month – a summary of the actions taken and progress made on all outstanding tasks for the past month.
- Activities of the next month – a review of the work planned to be done to meet task requirements.
- Problems/Issues – a discussion of problems or difficulties either anticipated or encountered.
- Hours – as applicable, total hours expended during the month, and cumulative total to date. Hours expended must be identified by individual and labor category.
- Funds – as applicable, total funds expended during the month, cumulative total to date, outstanding commitments, and percentage of approved funds spent to date.

Distribution of Deliverables

All deliverables including status reports between the Contractor and the Government shall be delivered as:

- One copy in paper or electronic format to the EPA COR and EPA Contracting Officer.
- The Contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in hard copy or electronic format (HTML, Visio, Microsoft Word, Acrobat, Excel, etc. as appropriate) via a delivery service or electronic mail.
- The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of EPA COR.

The EPA COR will review deliverables for technical content, completeness, and grammar. Final inspection, testing, and acceptance of all deliverables will be performed by the EPA COR or other individual(s) designated as subject matter technical expert(s) by the EPA COR.